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| **JOB SUMMARY FORM** |
| **REF. NO:**  | **JOB TITLE: Project Manager** |
| **DEPARTMENT/SCHOOL/UNIT: Centre for Public Health, School of Medicine, Dentistry and Biomedical Sciences**  |
| **REPORT TO: Centre Administrative Manager, Centre for Public Health** |
| **JOB PURPOSE:**The principal aim of this post is to lead the successful planning and implementation of the ENGINE (Eyecare Nurtures Good-health, Innovation, driviNg-safety and Education) suite of Wellcome Trust-funded trials in India, Bangladesh, Vietnam and Zimbabwe. The Project Officer will assist in coordinating the four Trial Management Groups, as well as Trial Steering Committees (TSCs), Data and Ethics Monitoring Committees (DEMCs) and also the Executive Steering group (ENGINEERS). |
| **Major duties:**1. Contribute to the successful implementation of the ENGINE project and its component studies (CLEVER, STABLE, THRIFT and ZEAL) by providing project management leadership
2. Develop and maintain a detailed project plan for ENGINE and assess potential risks associated with the project plan and to develop strategies to manage these in collaboration with the PI Prof Congdon and the project team.
3. Lead, monitor and maintain progress of the project plan to ensure delivery of the key stages and goals within the agreed constraints of time, cost and quality.
4. Assist in the recruitment of other key members of the project team
5. Assist in the production and quality-assurance of the protocols and ethics applications for the four ENGINE studies
6. Assist the leads of the Trial Management Groups for the four studies in their delivery of the key objectives for ENGINE
7. Service the governance structures for the ENGINE project and four component trials, and prepare and present regular progress reports and committee papers to the TSCs and DEMCs
8. Assist the Seven Hills and the Comms Teams of ENGINE collaborators in ensuring an effective communication strategy
9. Ensure the timely production of the reports on progress and metrics required by the funder, Wellcome Trust
10. Help prepare and disseminate research and policy-related outputs from the four component studies of ENGINE
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| **Planning and Organising:**1. Prepare and manage detailed project plans, anticipating and responding to changing circumstances and requirements
2. Plan and organise the activities of staff within the four study teams as required.
3. Plan own day-to-day activities within the framework of the agreed research programme.
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| **Resource Management responsibilities:**1. Monitor and ensure effective management of the study budgets.
2. Ensure resources associated with the project are used in an effective and efficient manner
3. Production of budget reports for the ENGINEERS Steering Group and funder.
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| **Internal and external relationships:**1. Act as principal point of contact with the project funder’s project managers, alongside the PI.
2. Collaborate with research colleagues from both Queen’s University and over a dozen international collaborating organisations to ensure the smooth running of the ENGINE project and for component studies.
3. Develop links with IDNGOs and other organisations outside the project interested to support the dissemination and other work of ENGINE
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QUEEN’S UNIVERSITY BELFAST

EMPLOYEE SPECIFICATION

**Post Title:** Project Manager **Grade:** 7

**School:** Centre for Public Health, School of Medicine, Dentistry & Biomedical Sciences

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|  | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED****(e.g. Application CV,****Interview, presentation etc.)** |
| 1) Education and Qualifications | * A University Degree or equivalent
 | A qualification in project management e.g. PRINCE 2 | Application form |
| 2) Experience | * At least three years relevant experience that will demonstrate the ability to manage a complex research project from inception to completion.
* Evidence of planning and delivering research projects on time and within budget
* Evidence of managing, forecasting, re-profiling and controlling budgets and resources and an understanding of financial management procedures.
* Evidence of good negotiation and persuasion skills.
 | * Experience of producing standard operating procedures and or job specifications.
* Experience of working with statutory agencies.
 | Application form, Interview |
| 3) Other Skills/Knowledge | * Ability to organise and direct others.
* Logical and methodical approach to work; detail orientated.
* Ability to be a productive member of a multi-disciplinary team.
* Computer literate with knowledge of computer-based databases systems
 |  | Interview |
| 4) Presentation | * Excellent oral and communication skills.
* Evidence of writing reports, preparing and giving talks and presentations in a variety of contexts.
 |  | Interview |
| 5) Personal Qualities | * Team leader, supportive of other colleagues, highly motivated.
 |  | Interview |
| 6) Special Factors and Other Requirements | * Willing to work flexibly to meet the requirements of the post.
 |  | Interview |